City of Memphis
Project Management Services
RFP # 27171

Answers to Questions

	RFQ Section	QUESTION	Response
1.	2.1	Are the requirements outlined in 2.1, Functional Requirements to be completed in conjunction with the outsourced provider and city resources?	Yes, the selected vendor will need to work with applicable resources to meet requirements outlined in section 2.1.
2.	2.1	What is your current PMO resources configuration (PM, BA, etc); and what would it be with the onset of the new contract?	Current configuration is 1 PMO Director, 3 Business Analysts, 3 Project Managers and 1 Oracle Project Manager. City is requesting RFP respondents to provide the resources they believe will meet the RFP requirements.
3.	2.1	How many projects are there currently being managed by PMO?	10
4.	2.1	Over the life of the existing contract, what is the resource count deployed via the PMO?	The resource count is 8
5.	2.1	What is the average number of project currently managed by PMO?	See response to previous question. The City strongly suggests RFP respondents review the listed requirements and provide their responses in line with the published requirements.
6.		Will PM's work on-site or remotely	The personnel may or may not work onsite or remotely.
7.	3.3.1	What PM Software does the city currently use? Are you satisfied or interested in another tool	Innotas, satisfied
8.	3.3.1	Is the current software provided by the city or is it the property of the current vendor – Zycron?	Current vendor manages but City pays for the licenses for City users and vendor pays for the licenses they utilize
9.	3.4	What is the desired format of the pricing sheet (Exhibit B) its referred to but no format?	Section 3.4 doesn't reference an Exhibit B. Exhibit B is included in the sample contract provided and will be used when an award is made. Vendor should provide a detailed breakout of costs for RFP response.